

# Parkwood Hall Co-operative Academy

## Job Description – Waking Night Assistant

Name:

Responsible to : Senior Team Leader (Residential Education)

Responsible for : N/A

Key Tasks:

- To support and develop the waking day educational environment for students, to include extending their curriculum skills, social skills, life and independent skills and personal development.
- To provide a safe environment, emotionally and physically, for the students within the guidelines and procedures of Parkwood Hall Co-operative Academy.
- To monitor the residential students during the night and alert staff on duty of any problems

### MISSION STATEMENT

***Parkwood Hall Co-operative Academy aims to provide a caring and safe environment with a specialised and holistic approach to education, allowing each individual to reach their maximum potential and to prepare them for life outside school.***

*"Parkwood Hall Co-operative Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment". The Governing Body*

### SPECIFIC RESPONSIBILITIES

- To foster a sound multi-disciplinary approach through good communication both internally and externally.
- To facilitate and support the students' health and medical needs to include dietary requirements.
- To have a sound knowledge of Parkwood Hall's safeguarding policy and procedure. To be aware of the signs and symptoms of abuse and report any suspicions including malpractice.
- To be a good role model setting an example to the students.
- To provide a safe environment: emotionally and physically which will require the need to monitor the behaviour of others.
- To be awake and on duty overnight to ensure that all residential students are monitored through the night.
- To work as part of a team ensuring that the following duties are covered:

To closely observe the closed circuit television system throughout the night and advise staff of any equipment problems which could prevent this.

To check on individual children and young people when required.

# **Parkwood Hall Co-operative Academy**

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To alert staff on site of any problem or concern regarding the welfare of any child or young person.

To be able to manage and understand challenging behaviour with the support of Parkwood Hall staff and be able to liaise with all staff on child welfare issues.

To be aware of fire alarm and safety procedures.

To follow current residential education practices and if required produce written reports on any incidents.

To ensure that items of concern relating to Health and Safety are reported as per the current procedures and policies.

- To promote those activities that meet the needs of the young people at Parkwood Hall.
- To take a full part in supervision sessions and performance management reviews.
- To work with colleagues on the development of the physical resources in the residential education provision to provide a stimulating environment for the student.
- To actively encourage, support and develop students' individual social, life and independence skills to include intimate care where needed as part of the extended curriculum at the school as set out in the residential education policy.

### **GENERAL RESPONSIBILITIES**

To maintain confidentiality in all aspects of Parkwood Hall Co-operative Academy. The nature of the working environment entrusts people with confidential information. Any breach of this confidentiality will constitute gross misconduct.

To co-operate with all Parkwood Hall Co-operative Academy staff in maintaining good relationships with outside agencies and the general public in order to promote and uphold the school's image.

To perform any other duties as are within the scope, spirit and purpose of the position as requested by the School Leadership Team.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and is subject to amendment in consultation with the postholder.

Signed .....Postholder

Signed .....Principal

# **Parkwood Hall Co-operative Academy**

## **Job Description – Waking Night Assistant**

Date .....

### **COMPETENCIES**

To have a sound knowledge of children's rights and to be able to advocate for the students if necessary.

To have an understanding of, and the ability to foster, positive relationships with children with special needs in order to support individual students enhance their learning and social development.

To be able to work as a member of a team and have a good understanding of the role of an WNA, working under the direction of the Team Leaders and Senior Team Leaders, displaying flexibility, enthusiasm and a positive caring attitude.

To work within and maintain an anti-discriminatory framework.

To make a positive contribution to residential education practice.

To have a knowledge and understanding of whole school policies, procedures and standards and to be willing and able to implement them in a consistent manner.

To demonstrate, or show an ability to develop effective communication skills in written or oral form.

To competently carry out instructions and procedures as directed by Senior Team Leaders and Team Leaders.

To have the ability to initiate and create suitable resource materials for use with the students.

To be actively involved in the implementation of speech and language programmes and occupational therapy under the direction of the speech and language and occupational therapists.

To contribute to the residential education record keeping system under the direction of the Senior Team Leaders.

To play an active role in the implementation of specific individual student learning and behaviour management strategies (e.g. TEACCH)

To have developed or have the capacity to develop basic ICT skills in order to effectively support the students.

To have an awareness of the content of Team Leaders' and Senior Team Leaders' weekly plans and the WNA's role in delivering these plans.

To play an active part in staff meetings as required.

To participate in school-based INSET or other external training courses as relevant.

To work on a shift pattern as directed within the core hours. Flexibility will be necessary as the shift pattern may be altered on a termly basis.

## **Parkwood Hall Co-operative Academy Job Description – Waking Night Assistant**

To be actively involved in the whole school appraisal system.

To hold a relevant qualification at the level of NVQ3 or to be working towards acquiring one within 3 months of confirmation of employment.